

MARICOPA COUNTY EMPLOYMENT OPPORTUNITY



OPEN COMPETITIVE DETENTION OFFICER

MANY EXISTING VACANCIES

Must be willing to work rotating shifts/varying days off/any assigned location.

ORIENTATION
TIMES, DATES &
LOCATION:

ORIENTATIONS WILL BE CONDUCTED:

TUESDAY, JANUARY 4, 11, 18 & 25, 2005 @ 8:00 AM & 1:00 PM

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THURSDAY, JANUARY 6, 13, 20, 27, 2005 @ 6:00 PM

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SATURDAY, JANUARY 8, 2005 @ 10:00 AM

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SATURDAY, JANUARY 22, 2005 @ 10:00 AM & 1:00 PM

LOCATION:

**MARICOPA COUNTY SHERIFF'S OFFICE TRAINING FACILITY AUDITORIUM,
2627 SOUTH 35TH AVENUE, PHOENIX**

****Walk-Ins Welcome Anytime At This Location!****

Plan to attend one of these orientations. At the conclusion of each, applications will be distributed and employment processing will promptly begin.

**For Additional Information Call:
Sheriff's Office Career Hotline: (602) 307-JAIL**

**SALARY/SHIFT
DIFFERENTIAL PAY:**

Starting pay = \$14.99/hr + shift differential. Shift differential = an additional 8% of base rate for evening shift or 13% for night shift.

Note: Annual salary increases based on successful job performance and authorized funds. Maximum base pay rate is \$19.67/hr. *(No Experience Necessary -- Paid Training!)*

QUALIFICATIONS:

A High School Diploma or G.E.D. Certificate. Responsible work experience may substitute for the educational requirement on a year for year basis. Must be 18 years of age at time of application. A valid Arizona Driver's License, by time of hire, is necessary. **SPECIAL:** Prior to hiring, the Sheriff's Office requires that all applicants must pass a polygraph examination, background investigation, medical examination and a psychological screening test.

**APPLICANT
INFORMATION:**

Those arriving late for an orientation will not be admitted. Limited seating on a first come basis. Allow three hours for the entire process. During the orientation, staff of the Sheriff's Office will provide information on the Detention Officer job duties, explain processing requirements and be available to answer questions regarding employment with the office. At the conclusion of the orientation, application materials will be distributed. Be advised that a final review of all application materials will be conducted by staff of the Human Resources Department to determine appropriateness for inclusion in the selection process. If qualified, your application will be maintained on an employment register for six months. The Maricopa County Sheriff's Office will arrange and conduct interviews of qualified eligibles from a list provided by the Human Resources Department, and will notify those individuals who are not selected for a position. If you are selected for a position as a Detention Officer (which is covered by the Employee Merit System Rules), you must successfully complete a one-year probationary period. Probationary employees are ineligible to apply for any other merit-covered positions within Maricopa County government.

IT IS THE POLICY OF MARICOPA COUNTY NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

ESSENTIAL FUNCTIONS: Detention Officers will be required to successfully complete a Detention Officer academy program conducted at **2627 South 35th Avenue, Phoenix (Maricopa County Sheriff's Office Training Facility)**, before assignment to one of the County jail facilities, where under close supervision, they will perform work of routine difficulty in the custody, control, care and welfare of inmates.

Conducts security walks and head counts. Performs inmate cell searches. Performs searches of inmates and visitors. Performs strip searches of inmates; conducts continual visual surveillance of inmates and various areas of detention facilities. Provides inmate services, recreation, serving meals, visitation and clothing exchanges. Selects and operates appropriate buttons, switches and knobs used to control doors, sliders and communication systems. Monitors and controls all activities regarding inmate movement. Pursues fleeing inmates on foot. Uses body force to gain entrance through barriers to seize or rescue inmates. Subdues resisting inmates using approved non-lethal weapons; i.e., pepper spray (chemical discharge containing Oleo resin capsicum), stun devices (short duration exposure containing 50,000 volts and .0004 amps). Performs basic first aid procedures and cardiopulmonary resuscitation as needed. Gathers information for investigations by interviewing and obtaining the statements of the victims, witnesses, suspects and confidential informants. Prepares logbook entries and writes reports. Inventories and inspects security equipment. Operates telephones, electronic equipment, fingerprint equipment, cameras and fax machines. Communicates over radio channels while initiating and responding to radio communications. Manages interpersonal conflicts to maintain order.

SELECTION PROCEDURE: **TRAINING & EXPERIENCE EVALUATION.** Education and experience listed on your application will be assessed for appropriateness to the position requirements. In order for you to receive proper credit for the amount and quality of your experience and/or education, your application must be complete. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

NOTES: The Maricopa County Human Resources Department provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact the Employment Services Division at 506-3895 or 506-1908 (TT) if you believe you may require such assistance.

At the discretion of the hiring authority, former Detention Officers with the Maricopa County Sheriff's Office may be rehired at a rate up to \$19.67 per hour.

NOTE TO EMPLOYEES: Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered.

Application materials will be distributed at the orientation.
Do not complete an application until the orientation.